

7TH INFANTRY DIVISION
BLDG 12233, ROOM 108
JBLM, WA 98433
220800APR15

OPERATION ORDER 373-15 (JBLM FY16 Schools Subquota Matrix Validation and Quarterly Review)

This order has been directed by LTC Lionberger, 7ID Chief of Training.

This order has been reviewed and approved by LTC Schmidt, 7ID CHOPS.

(U) REFERENCES:

- a.(U) (U) AR 350-1, Army Training and Leader Development, 19 August 2014
- b.(U) (U) I CORPS Reg 350-1, Leader Development and Training Management, 5 August 13.
- c.(U) (U) I CORPS OPORD 275-15, JBLM FY16 Schools Quota Matrix Validation, 8 April 15.

Time Zone Used Throughout the Order: Uniform (U)

1. (U) Situation. I CORPS and the Individual Training Sections (ITS) under the Directorate of Plans, Training, Mobilization, and Security (DPTMS) annually develop the schools subquota matrix as a tool to ensure each unit on Joint Base Lewis-McChord (JBLM) is able to forecast and request the appropriate number of seats in resident troop courses required to meet their Mission Essential Task List (METL) requirements.

2. (U) Mission. 7ID executes FY16 Schools Subquota Matrix submittal and quarterly review to ensure proper brigade seats/allocations are requested and utilized for FY16.

3. (U) Execution.

a. (U) Intent. Ensure units are able to schedule Soldiers seats for training in order to meet unit METL requirements and improve mission readiness for all 7ID units.

b. (U) End State. 7ID, I CORPS, and Individual Training Section (ITS) validate and publish the Subquota Matrix NLT 15 July 15 and conduct a quarterly review of unit allocations and prioritization.

c. (U) Concept of Operations. FY16 Subquota Matrix publication and quarterly allocations/prioritization review will be done in three phases.

(1) (U) Phase I – [Planning] 18 March – 14 May 15] On 18 March 15 all Brigade Schools NCOIC's will attend the FY16 Schools Forecasting Brief to gain a better understanding of the Quota, Subquota Matrix processes and seat forecasting procedures. From 18 March through 15 May 15 Units will update their respective C5/C6 Trackers and use them to fill out the Subquota Matrix Validation Worksheet.

(2) (U) Phase II – [Execution] 15 May – 15 July 15] NLT COB 15 May 15, all tenant 7ID Major Subordinate Commands (MSC) will submit their final Subquota Matrix Worksheet (see Annex A) with memorandum for record (MFR) signed by Brigade S-3(MAJ or above) (see Annex B) to 7th ID G-3 Schools POC. On 18 May 15, 7ID G-3 Schools POC will meet with G-3/G-3 SGM to review and approve forecast and set unit prioritization according to Division Commander intent. On 20 May 15, 7ID Schools POC will attend the Subquota Matrix Conference to submit final brigade and Division Subquota Matrix roll-up to ITS and I CORPS for review and approval. Brigade Schools NCOIC's/Operation SGM's are invited to attend but not required. NLT 15 July 15 JBLM Quota/Subquota Matrix is published by ITS.

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(3) (U) Phase III – [Review] 14 August 15 – 1 October 16] NLT 45 days prior to each quarter (14 August 15, 16 November 15, 15 February 16, and 16 May 16) Brigade Schools POC's will submit any updates to their Subquota Matrix Worksheet to 7ID, G-3 Schools POC. NLT 30 Days prior to each quarter 7ID, G-3 Schools POC will attend the Subquota Matrix Quarterly Review to update Brigade seat allocations and unit prioritization. Brigade Schools NCOIC's/Operation SGM's are invited to attend but not required.

d.(U) (U) Tasks to Subordinate Units.

(1) (U) All MSCs.

(a) (U) Complete and submit Subquota Matrix Worksheet with MFR signed by Brigade S-3 (MAJ or above) (see Annex B) NLT 15 May 15. MFR will state that Brigade S-3 has reviewed and approved seat allocations and what quarter they are requesting their brigade have priority for seat allocations.

e. (U) Tasks to 7th ID Staff.

(1) (U) G-3, Training (Schools).

(a) (U) Review Brigade Subquota Matrix worksheet (see Annex A) NLT 15 MAY 15.

(b) (U) Meet with G-3/G-3 SGM to get review, approve, and prioritize unit training seats according to Division Commanders Intent.

(c) (U) Attend ITS and I CORPS Subquota Matrix Conference to submit Brigade/Division seat requests and prioritizations.

(d) (U) Attend ITS and I CORPS Subquota Matrix quarterly unit prioritization and seat review.

f. (U) Coordinating Instructions.

(a) (U) Brigade Schools NCOIC will submit any updates to seat allocations or unit priorities to 7ID, G-3 Schools POC NLT 45 days prior to each quarter for review and submittal (14 August 15, 16 November 15, 15 February 16, and 16 May 16).

4. (U) Sustainment: N/A.

5. (U) Command and Signal.

a. (U) Command.

(1) (U) Expiration: 01 OCT 16.

b. (U) Signal.

(1) (U) Points of Contact:

(a) (U) 7ID, G-3 Schools POC is SFC Joshua R. Carrigg at (252) 477-5222 or joshua.r.carrigg.mil@mail.mil.

(b) (U) ITS, Supervisor POC is Melanie Wileczek at (253) 477-4096 or melanie.r.wileczek.civ@mail.mil.

(c) (U) I CORPS, G-3 Schools POC is SFC David J. Colter at (253) 477-1316 or david.j.colter.mil@mail.mil.

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ACKNOWLEDGE:

**FERRELL
MG**

OFFICIAL:

**WOLTER
G3**

ANNEX:

- A – Brigade Subquota Matrix Worksheet Example
- B – Brigade Commander Memorandum for Record Example